

# Cook Recruitment Pack



# About us



## **We're Supportability**

Since 1953 we have been supporting children, young people and adults with a wide range of complex learning and physical disabilities. Our aim is to enable those with a learning and physical disability to live a fulfilled and independent life.

## **How do we help?**

Put simply – we 'Support'.

We're passionate about providing quality support services that enable those with complex learning and physical disabilities to access and use their inherent capabilities. Supportability enables those with a learning and physical disability to enjoy and take part in everyday life experiences.

## **Our Vision**

Where people with a learning and/or physical disability are present and active participants in their local community and have the opportunity to live fulfilled lives.

## **Our Mission**

To stand alongside the people we support, providing them with the skills, opportunities and confidence to participate as they would choose in the life of their communities.

# Our Values



## Values

→ **Opportunity** Where people thrive through choice.

→ **Inclusive** Respecting and championing our differences.

→ **Caring** Caring for each other in a way that we would wish to be cared for.

→ **Wellbeing** Creating meaningful relationships and having good support networks.



# Our Services



## **Day Opportunities**

We offer activities at our day service in Heaton Moor to adults who have learning disabilities and complex needs.

Activities include accessible yoga, computers and IT, cookery, crafts, dance, days out, music, relaxation, sports, accessible cycling and more.

## **Leisure Choices**

Our daytime, Saturday and evening leisure groups offer a wide range of both outdoor and indoor activities in Stockport and the surrounding areas, providing opportunities to socialise, keep active and have fun.

Activities include; accessible cycling, crazy golf, indoor bowling, outdoor archery, trips to museums and galleries, walks in country parks and more.

## **Residential Care**

Supportability offers residential care at Cheddle Lodge, a purpose-built home located close to Cheadle town centre. We can accommodate up to 13 residents aged 18 plus.

Cheddle Lodge specialises in providing care and support to adults who have learning disabilities and complex needs.

# Our Benefits

## **Annual Leave**

There is a basic entitlement for all staff of 30 days annual leave (210 hours) per annum for full time employees inclusive of bank holidays (pro rata for part time employees based on the number of contracted hours worked). This entitlement increases with length of service.

## **Company Sick Pay**

Depending on your length of service, you may be entitled to company sick pay. This also includes any entitlement to statutory sick pay (SSP).

## **Employee Assistance Programme**

Access to a 24/7 helpline to talk to someone about a range of issues including family, bereavement, trauma, relationships, mental health, personal legal information, tax information, money management and more.

## **GP Anytime**

As part of our partnership with Health Shield, you can speak to a GP face-to-face on the go. Appointments are accessible on your mobile, tablet or laptop and you can have your prescription delivered straight to your home address.

## **Health Cash Plan**

You can claim back payments on certain health treatments as part of our partnership with Health Shield. This includes dental (including emergencies), optical, chiropody, podiatry, physiotherapy and more.

## **Maternity and Paternity package**

We offer 12 weeks at 50% of salary, inclusive of statutory maternity pay. We offer two weeks paid paternity leave.

## **Pension scheme**

Employees will be automatically enrolled into a scheme provided by Now Pensions in their third month of employment if they meet the eligibility criteria.

## **Training and development**

Supportability is committed to the learning and development of its employees.

# Cook

## Role Description

### Hours

21 hours per week.

### Salary

£12.72 per hour

Reports to: Head of Service, Cheddle Lodge

### 1) Main purpose

To prepare and serve a range of pre-prepared meals to residents, ensuring that where necessary, individuals are receiving the meal requested by them and that it is offered to them in line with any specific guidance in place in relation to meal preparation.

To recognise that the provision of good quality food and drink makes an important contribution to the well-being of individuals and the quality of their lives. And is in line with CQC guidelines and is fully compliant with all legislative, statutory and regulatory requirements and internal policies, procedures, guidelines and best practice.

To uphold and promote Supportability's values of;

- Opportunity – where people thrive through choice.
- Inclusive – Respecting and championing our differences.
- Caring - Caring for each other in a way that we would wish to be cared for.
- Wellbeing – Create meaningful relationships and having good support networks.

## **2) Main Accountabilities**

- To order the meals with the approved Provider in line with the requests made by individuals wishing to have a meal in service and in line with budget.
- Ensure that effective records are kept of the meals that have been ordered, by whom and for when they are to be available for individuals.
- Ensure that the meals are stored correctly in line with manufacturer's recommendations.
- To prepare the meals in line with manufacturer's instructions ensuring they are correctly heated & ensuring standards are met in respect of nutrition, environmental health, dietary requirements etc.
- Serve and present meals in an attractive way, taking into consideration individual needs and preferences.
- Ensure that hot drinks are prepared in advance for individuals using the thermostatic equipment in place and that a selection of cold drinks are available should these be required.
- Maintain documents in relation to legal standards (temperature recording).
- Wash up cutlery, crockery, and other kitchen equipment including packed lunch boxes where required.
- Order/shop for any additional food stock as necessary (over and above the pre-prepared meal requirements) within agreed budgets, rotate stock and store any food stuffs in accordance with good health and hygiene practise.
- Clean and maintain cleanliness of all kitchen equipment, utensils and working areas in accordance with good health and safety and hygiene practise.
- To attend and be an active participant in team meetings and supervisions as arranged by the Team Leader, Assistant Manager or Head of Service.

### **2.1 Provide a safe environment**

- To ensure that all health and safety responsibilities are fulfilled to protect the health and safety of self, employees, service users and visitors and comply with best practice.
- To ensuring that cultural and religious needs are respected, promoted and facilitated.
- To maintain clear and accurate records, completing all paperwork fully and to a good standard, ensuring it is written in a clear and concise way that is detailed, informative, factual and completed in a timely manner and in line with service requirements.

## **2.3 General**

- To assist with any other duties required as and when the business may require them.
- To work flexibly across the organisation to meet service demand and needs which may include evenings, weekends and bank holidays.
- To undertake all mandatory training relevant to the role of a support worker, i.e. manual handling, first aid etc.
- To promote and support awareness of equal opportunities and to ensure that bullying, harassment and intimidation are not tolerated.
- To uphold and behave in accordance with Supportability's code of practice.
- Understand and adhere to Supportability's policies and procedures.

\*Please note the job description is not exhaustive.



# Cook

## Person Specification

	Criteria
<b>Qualifications</b>	Intermediate Food Hygiene certificate or equivalent
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"><li>• Domestic and good housekeeping</li><li>• Basic budgeting</li><li>• Previous experience in catering for special needs</li><li>• Previous experience in catering for more than 10 people</li><li>• Good understanding of health and safety within a kitchen environment</li><li>• Good understanding of the legislation relating to Food Hygiene.</li><li>• Ability to balance dietary needs to individual needs and wishes.</li></ul>
<b>Competencies</b>	<ul style="list-style-type: none"><li>• Positive attitude towards disabled people</li><li>• Person centred</li><li>• Communication - verbal and written</li><li>• Resilient and able to work under pressure</li><li>• Ability to work without direct supervision</li><li>• Team working</li><li>• Decision making</li><li>• Problem solving</li><li>• Planning or organising</li><li>• Attention to detail</li><li>• Driven by results and process of continuous improvement</li></ul>

# How to apply



Please send your CV and covering letter demonstrating how you meet the requirements of the role to Rachel Chadwick, Head of HR at [hr@supportability.org.uk](mailto:hr@supportability.org.uk)

Please note that successful appointments will be subject to a Standard DBS check, two satisfactory references, valid right to work in the UK and occupational health clearance.

If you require any reasonable adjustments for your application or interview, please contact [hr@supportability.org.uk](mailto:hr@supportability.org.uk).



[www.supportability.org.uk](http://www.supportability.org.uk)



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